

Employment and Staffing

Merit Placement

Summary of Changes. This regulation establishes the Merit Placement Plan for California National Guard technician program. Major changes include modifications to Merit Placement procedures due to the implementation of a web based application system. It replaces the Technician Personnel Manual, Annex A, dated March 2000.

Applicability. California National Guard Full-time Personnel Regulation (CNGFPR) applies to all California Army and California Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility over technician personnel management. This plan will be used in filling Dual Status (DS) and Non-Dual Status (NDS) technician positions.

Proponent and Exception Authority. The proponent of this regulation is the Joint Force Headquarters, J-1, Directorate for Human Resources. The proponent has authority to approve exceptions to this regulation when they are consistent with controlling laws and regulations.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements to Joint Force Headquarters, Directorate for Human Resources, 9800 Goethe Road, Sacramento, CA 95826-9101.

Distribution. Distribution of the regulation is Army - A and Air Force - F.

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1. Purpose.

This regulation establishes procedures and provides information on the merit placement program for Dual Status and Non-Dual Status technician positions in the California Army and Air National Guard.

2. References.

5 CFR 335 and TPR 335.

3. Responsibilities.

a. The Adjutant General is the appointing authority for the California National Guard technician program and is the highest level of authority in the state concerning the overall application of the Merit Placement Plan.

b. The Directorate for Human Resources has been delegated responsibility by The Adjutant General for the total management of the Military Technician Program and is responsible to insure that the requirements of the Merit Placement Plan are carried out. The Directorate for Human Resources will:

- (1) Develop, maintain, evaluate, and revise the Merit Placement Plan as necessary.
- (2) Assure compliance with the Merit Placement Plan.
- (3) Provide information, guidance, and assistance to managers, supervisors, and technicians concerning their responsibilities under the Merit Placement Plan.
- (4) Assure that candidates are properly evaluated and certified for placement or promotion.
- (5) Assure that all information related to the merit selection process (crediting plan for job qualification, promotion, interview, selection, etc.) is held in strict confidence.
- (6) Maintain necessary records.

c. Managers and supervisors will:

- (1) Assure that technicians under their supervision are aware of the Merit Placement Plan.
- (2) Assure that actions effected within their area of responsibility are based on merit without discrimination.
- (3) Encourage technicians under their supervision to develop themselves for promotional opportunities.
- (4) Assure that all information related to the merit selection process (interview, selection, etc.) is held in strict confidence.
- (5) Assure that Dual Status technicians under their supervision hold a compatible military assignment.

d. Individual technicians are responsible for:

- (1) Pursuing developmental opportunities in preparing to assume higher level duties.
- (2) Familiarizing themselves with the provisions of the Merit Placement Plan.
- (3) Carefully reviewing the requirements and information in vacancy announcements, and applying for the vacancies for which they believe they are qualified.
- (4) Assuring that application forms contain accurate, complete, and current information concerning experience, qualifications, training, and self-development activities.
- (5) Furnishing requested specific information relative to their personal qualifications and eligibility for specific positions.
- (6) Insuring that they are in a compatible military assignment.

4. Policy.

It is the policy of the California National Guard that all technician positions be filled by the best qualified individuals available and to insure that all technicians have an opportunity to develop and advance to their full potential. All technician vacancies will be filled on the basis of merit and job-related factors. For purposes of this plan, military requirements are considered as job-related qualifying factors for positions in the excepted service. All actions under this plan will be made without discrimination for non-merit reasons, such as race, color, religion, sex,

national origin, marital status, membership or non-membership in an employee organization, and age or non-disqualifying physical handicap (except military requirements for Dual Status technicians).

5. Definitions.

- a. Appointment: Any personnel action that brings an individual onto the rolls (staff) of an agency.
- b. Dual Status Technician: A person employed as a technician under the provisions of Section 709(b), Title 32, United States Code. As a condition of employment, dual status technicians must be members of the National Guard and hold the military grade of officer, warrant officer, or enlisted. Dual status technicians must occupy a compatible military position and unit of assignment as specified by the appropriate NGB Compatibility Listing. Dual status technicians are outside the competitive service of the U.S. Government.
- c. Indefinite Technician: A non-permanent employee who is hired for an unlimited time period to perform work required for one year duration or longer.
- d. Non-Dual Status Technician: A person employed as a technician under Section 709(c), Title 32, and is not required to be a member of the Army or Air National Guard as a condition of employment. As a general rule, a technician acquires competitive status by a prescribed system that includes examination and service (for a specified period of time) in probationary and conditional appointments.
- e. Permanent Technician: An employee who is hired to perform non-time limited work in a position authorized by the NGB.
- f. Selection: The determination by the supervisor of the best qualified technician available and the individual's acceptance of the job offer.
- g. Selective Placement Factors: Specific knowledge, skills, and abilities (KSAs) or qualifications are essential for satisfactory performance on the job. Elements, to be valid, must be job related, reflected in duties/responsibilities of the position, essential to assure referral of qualified candidates, and measurable. Selective placement factors cannot be narrow (i.e., eliminating applicants who could perform the duties or learn readily during normal orientation), or become part of the minimum standard. As such, these factors constitute a mandatory part of the requirements for the position. Use of selective placement factors must be fully justified.
- h. Temporary Technician: A non-permanent employee who is hired for a limited time period to perform work required for less than one year in duration.

6. Management Rights.

Management retains the right to:

- a. Select or non-select from among any group of certified candidates. If no selection is made when there are five or more certified candidates, a statement addressing the reason(s) each certified applicant was non-selected must be provided to the Directorate of Human Resources with the returned Certificate of Eligibles.
- b. Fill vacant positions utilizing any process prescribed herein. This includes, but is not limited to, reemployment priority lists, transfers, management directed reassignments, details, position changes resulting from Reduction-in-Force (RIF), placement of an individual exercising restoration rights, reinstatement, or dual technician/AGR announcements.

7. Key Staff.

A position which reports directly to The Adjutant General, Assistant Adjutant General, Deputy Adjutants General, Commander California Army National Guard, Commander California Air National Guard, or the Command Administrative Officer is considered a "key staff" position. These positions may be exempted from the normal merit placement announcement procedures contained elsewhere in this regulation because of their special importance to the overall effectiveness of the California National Guard and their unique military qualifications. Key staff positions will be filled solely on the basis of merit. All technicians will be provided the maximum opportunity to compete for placement opportunities.

- a. The Adjutant General may require a key staff position be filled by referral of all qualified technicians or by use of a vacancy announcement.
- b. When an unadvertised referral Certificate of Eligibles has been requested, the Directorate for Human Resources will review appropriate military and technician source documents to determine basic eligibility.
- c. If a vacancy announcement is published, normal merit placement procedures will be used.
- d. The provisions covering key staff positions will not be used to fill entry level, clerical, or administrative positions.

8. Exceptions to Competition.

The following actions are exempt from competition:

- a. Promotion due to issuance of new classification standards or the correction of a classification error.
- b. Placement of over-graded technicians entitled to grade retention as a result of Reduction-in-Force (RIF) or reclassification.
- c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- d. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his/her request.
- e. Promotion resulting from a technician's position being reclassified at a higher grade because of classification review or inclusion of additional duties and responsibilities.
- f. Reassignment to a position having no higher promotion potential.
- g. Position change required by Reduction-in-Force (RIF).
- h. Temporary promotion of 120 days or less.
- i. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the last grade held.
- j. Employment and reemployment of a technician, who performed duty with a uniformed service, whether voluntary or involuntary, provided the technician meets all the requirements.
- k. Temporary Appointment not to exceed 1 year.
- l. Detail to higher grade or to a position with known promotion potential for 120 days or less.
- m. Placement as a result of priority consideration when a candidate was not previously given proper consideration in a competitive action.
- n. Indefinite appointment to backfill a mobilized technician or mobilized Active Guard Reserve (AGR) member.
- o. Temporary promotion NTE 1 year when backfilling a mobilized technician or mobilized Active Guard Reserve (AGR) member.
- p. Reemployment of a previously employed permanent technician to the same or lower graded position. Reemployment to a permanent or indefinite position must occur within three years of separation from prior California National Guard permanent technician employment.

9. Grade Retention.

a. Coverage. The provisions of this plan apply to technicians entitled to grade retention under Section 5362 of Title 5, United States Code. This provision of the Merit Placement Plan does not apply to technicians entitled solely to pay retention.

b. Policy. It is the policy of The Adjutant General, State of California, to provide aggressive priority placement assistance to those technicians in grade retention status.

c. Placement Actions:

(1) Separate retained grade rosters for ARNG and ANG technicians who are placed in lower graded positions as the result of Reduction-in-Force or reclassification actions will be maintained by the Directorate for Human Resources. These technicians will be afforded priority placement for a period of two years to equal or intervening grade positions for which they meet the full technician and military qualifications. Such priority placement efforts will precede normal vacancy publication actions under the Merit Placement Plan. Upon receipt of a request to publish a vacancy announcement, the Directorate for Human Resources will:

- (a) Review the retained grade roster.
- (b) Determine if qualified technicians are available within the commuting area.
- (c) If only one qualified technician is identified from the retained grade roster, a reassignment offer will be made and an information copy of the offer will be forwarded to the supervisor who requested the announcement.
- (d) If more than one qualified technician is identified within the commuting area, an "over-graded technician certificate" of all eligible technicians will be forwarded to the selecting supervisor for selection.
- (e) If no qualified technicians are identified within the commuting area, reassignment offers will be made to qualified technicians outside the commuting area. Information copies of the offers and technician responses will be furnished to the supervisor who requested the announcement. Offers outside the commuting area may be made to equal or intervening grade positions.
- (f) If no qualified technicians are identified from the retained grade roster, the vacancy announcement will be processed in accordance with this regulation.

(2) Grade and pay retention will be terminated if a technician refuses an offer to a position within the commuting area equal to the technician's retained grade. Over-graded technician's names will be removed from the over-graded roster at the expiration of the two year grade retention period. Acceptance or declination of a position at an intervening grade will not affect grade retention. (Example: A technician in a retained grade of WG-12 in a WG-10 position who is offered and declines a WG-11 position.)

10. Position Announcement Procedures.

A request for a position announcement may be submitted as soon as a projected vacancy is known. When requesting that a position be filled, the Selecting Supervisor will submit a CNG Form 690-1, Technician Vacancy Announcement Request, through normal channels, to the Directorate for Human Resources. The following information is required:

- a. Position Title, Series, Grade(s), Position Description Number, Location, paragraph and line number for Army positions, and Functional Account Code and position number for Air Force positions.
- b. Type of appointment (dual status **or** non-dual status). A separate CNG 690-1 is required for a position concurrently announced as dual status **and** non-dual status.
- c. Requested area of consideration. (See paragraph 14 for a description of the areas of consideration).
- d. Recommended selective placement factors: If selective placement factors are used, full justification must be submitted.
- e. Whom the position is vice, reason for vacancy (promotion, resignation, etc.) and effective date the position will be vacant.
- f. Title, Name and e-mail address of Selecting Supervisor. Selection authority must be delegated to the lowest level of supervision consistent with good management practices.
- g. Duration of Announcement (normally 14-21 days).
- h. Position Sensitivity.
- i. Certification of available funds (ANG only).

11. Temporary (NTE) and Indefinite Appointments.

a. Temporary Appointments (Not To Exceed - NTE). A temporary appointment may be made outside competitive procedures if the duration of the appointment is not to exceed one year. Selections for temporary appointments must meet the minimum qualifications for the position and at the grade levels for which employed. Normally, temporary appointments for short periods of time will be filled at less than the journeyman level. The Directorate for Human Resources may adjust the grade level for which a temporary appointment is requested. Temporary (NTE) appointments may be terminated with no notice when the position or the employee's services are no longer needed. A temporary appointment (NTE) does not confer permanent status. Temporary appointees are not eligible for coverage under the retirement system, or for health or life insurance, and do not accrue military leave. Temporaries who have exceeded one year are eligible for health insurance; however, the entire health insurance cost is borne by the technician.

b. Indefinite Appointments: Indefinite appointments will be used when there is a need for the position to extend beyond one year. Competitive procedures must be used when filling a position on an indefinite basis unless there is an exemption to competition as contained in paragraph 8. An indefinite appointment does not confer permanent status. Indefinite appointments may be terminated when the position or the employee's services are no longer required. In those circumstances, a thirty day written notification by the HRO to the employee is required. Indefinite employees may be promoted, reassigned, or changed to a lower grade, to other positions with indefinite status. Indefinite employees pay into the retirement system, receive annual, sick, and military leave, and are eligible to participate in the health and life insurance programs.

12. Vacancy Announcement Contents.

When a position is not going to be filled as an exception to competition, the vacancy will be announced. As a minimum, the vacancy announcement will contain the following information:

- a. Title, series, grade, and salary range of the position.
- b. Type of appointment (Dual Status/Excepted Service **or** Non-Dual Status/Competitive Service).
- c. Military Grade Requirements
- d. Area of Consideration.
- e. Compatibility requirements (SSI, MOS, AFSC).
- f. Organization and geographical location of the position.
- g. Information regarding known promotion potential, if applicable.

- h. Summary of duties (obtained directly from the introduction to the position description).
- i. Minimum specialized experience qualification requirements.
- j. Opening and closing dates and how to apply.
- k. Equal employment opportunity statement.
- l. Selective Placement Factors, if any.
- m. Knowledge, Skills and Abilities (KSAs) that will be used to determine the three best qualified applicants from which selection will be made.
- o. Number of positions being announced, if more than one.
- p. Availability of Permanent Change of Station reimbursement.
- q. Security Clearance required, if any.
- r. Frequency of Travel.
- s. Shift work or rotating shifts.

13. Posting of Announcements.

To insure that interested persons are aware of the vacancy, announcements are posted on the USA Jobs website, www.usajobs.com. A vacancy announcement link is also posted on the Directorate for Human Resource web page.

14. Area of Consideration.

a. An area of consideration is the area (geographically, organizationally, or functionally) in which an intensive search for candidates is made. The area of consideration for each specific vacancy announcement will be that deemed most appropriate by nominating supervisor and Directorate for Human Resources to insure receipt of a satisfactory number of qualified candidates. Depending on the circumstances, the area of consideration may be expanded or restricted. The area of consideration may be further established using the following:

(1) California National Guard membership status.

(a) Current CNG Members/Technicians. Applications are only accepted from individuals who are current military members or technicians of the California Army National Guard/California Air National Guard regardless of where they reside. In order to maximize promotional opportunities for technicians within the California National Guard program, the area of consideration will normally be current CNG Members/Technicians.

(b) All Sources. Applications accepted from any interested individual.

(2) Military Grade - Supervisors may choose to select a specific military grade or range of military grades from which to accept applications. The military grade restrictions will be determined what is best appropriate based on technician compatibility considerations and military position available. Military grade criteria are applied based on the military grade of the applicant on the day the announcement closes. For non-dual status technicians this portion of the Area of Consideration applies to whether the applicants have or are eligible for "competitive" status with the federal government.

15. Open and Closing Dates for Technician Vacancy Announcements.

a. Except as described in paragraph c, vacancy announcements will be advertised for the following length of time as a minimum:

(1) Current CNG Members/Technicians: 14 calendar days.

(2) All Sources: 21 calendar days.

b. Supervisors may request a longer open period to increase the visibility of the vacancy announcement to prospective applicants (i.e. open until filled on a year-to-year basis).

c. Open periods of between 5 and 13 days may be announced only for Non-Dual Status positions open to all sources only. Written justification must accompany the CNG 690-1 announcement request. There must be a reasonable expectation of the receipt of a sufficient pool of qualified applications (usually 5 or more) and Directorate for Human Resources concurs. Final approval authority is with the applicable Deputy Adjutant General.

16. Qualification Standards for Dual Status and Non-Dual Status Positions.

a. Dual Status Positions. Qualification requirements provided by the National Guard Bureau and selective placement factors (if used) will serve as the basis for determining eligibility for dual status positions. National Guard Bureau Standards may be modified by the selecting official with HRO concurrence using a job analysis procedure.

b. Non-Dual Status Positions. Requirements published by the Office of Personnel Management and selective placement factors (if any), proof of competitive status, and time-in-grade requirements (5 CFR 300.604) will serve as the basis for determining eligibility for non-dual status positions.

17. Consideration of Mobilized Technicians.

Indefinite and permanent military technicians who are absent due to mobilization may be considered for merit promotion during their absence. Mobilized technicians may apply electronically through www.usajobs.com or may trust another individual (e.g. family member or friend) to submit their application and documentation in their absence. It is the mobilized technician's responsibility to ensure that all required documentation is received by the closing date of the vacancy announcement.

18. Application Procedures.

a. The application OF-612, (Optional Application for Employment), or resume is the basic document used to determine an individual's qualifications for a position. The application must reflect the applicant's current and past employment information and dates, as well as military duty assignments, qualifications, education, and training. Complete and accurate data is essential to insure fair evaluation of candidates for both dual status and non-dual status service positions. Applicants wishing to respond to published vacancy announcements must:

(1) Carefully review the qualification requirements for the vacancy and match their own experience, education, training and other related factors to those in the announcement prior to submitting their applications. Applications should only be submitted if the minimum qualification requirements and selective placement factors are met.

(2) Submit application or resume through USA Jobs either electronically or by fax. Specific instruction will be listed on the vacancy announcement. Applications must be received no later than midnight on the closing date of the announcement (Central US Time Zone). Applications received after the closing date and time will not be accepted. Applications mailed, scanned, faxed, or hand carried to the HRO will not be accepted and will be returned to the sender.

(3) Include all experience (with percentages of time for each duty), education, training, awards, special qualifications, and other information which is directly related to the position to which application is being made. Copies of, or referrals to, position descriptions will not be accepted.

b. Provide the application (OF-612, resume, or other written format) and address the following information or it may not be rated:

- (1) Job title on announcement and announcement number.
- (2) Grade.
- (3) Name.
- (4) Social Security Number.
- (5) Mailing Address.
- (6) Phone number (daytime and evening).
- (7) Work Experience related to the job for which you are applying, including job title (if federal, include series and grade), date experience was obtained (from mm/yy to mm/yy).
- (8) Salary.
- (9) Hours per week.
- (10) Employer's name and address.
- (11) Supervisor's name and phone number.
- (12) Description of duties and accomplishments for each position.

c. Applicants must not make reference to material in the Official Personnel Folder (OPF) or Military Personnel Records Jacket (DA 201). The OPF or DA 201 will not be used in the screening process. If an applicant fails to give complete details, it may cause him/her to be rated ineligible. The description of duties and responsibilities may be verified with former employers.

19. Trainee and Upward Mobility Positions.

a. Use of Trainee and Upward Mobility Positions. Trainee and upward mobility positions may be used under the following circumstances:

(1) Fully Qualified/Trainee Positions. Positions may be announced for consideration of applicants qualified at the trainee level, as well as, fully qualified applicants, when the qualification requirements make it difficult to find fully qualified applicants for the position.

(2) Trainee Only Positions: A position will be open for consideration of “Trainee Applicants Only” when it is desirable to fill a position at a lower grade (to provide entry level grades, or intermediate grades, for employment or promotional opportunity).

b. Determination of Trainee Grades. The specific trainee grades and qualifications to be announced for a technician position will be determined by Directorate for Human Resources as follows:

(1) General Schedule Positions: Selection of the trainee grades and required qualifications for general schedule positions are determined by the occupational series, qualification standards, and normal career pattern for that series (one grade interval or two grade interval positions).

(2) Wage Grade Positions: Selection of the trainee grade and qualifications for wage grade positions are determined by the occupational series, journeyman level of the position, qualification standards, and normal career pattern.

c. Promotion of a Trainee. A technician who is selected through merit placement procedures to fill a position at less than the authorized grade, who completes all necessary training programs, and meets both the qualifications and legal requirements for the position, may be non-competitively promoted upon recommendation and certification of fully acceptable performance by the immediate supervisor of the position. Non-Dual Status positions require the completion of one year Time-in-Grade (TIG) prior to promotion to a higher grade regardless of qualifications. The SF-50, Notification of Personnel Action, will normally indicate requirements to be completed for non-competitive promotion.

20. Temporary Promotions.

a. Upon Classification verification, a temporary promotion is the most appropriate means of meeting a situation requiring the temporary service of a technician in a higher grade position. It may be used when a technician has to perform the duties of a position during the extended absence of the incumbent; to fill a position that has become vacant until a permanent appointment is made; to assume responsibility for an increased workload for a limited period; or to participate in a special project which will last for a limited period. Temporary promotion to an established position not only gives better recognition of management’s needs and the technician’s new responsibilities, but also compensates the technician more adequately for the higher graded work performed.

b. A temporary promotion is not appropriate, however, for training or evaluating a technician in a higher-grade position. It may not be used to give a technician a trial period before permanent promotion; to decide among candidates for permanent promotion; or to train a technician in higher graded positions.

c. A technician selected for a temporary promotion must be informed, in advance, of the promotion, and the circumstances that make it a temporary promotion, rather than a permanent promotion. The technician must be informed in terms that leave no doubt of the temporary nature of the action and of all conditions relating to it, including its expected duration. Assurance must be given that the technician will return to the original position from which promoted when there is no longer a need in the higher grade, or when the expected period has ended. The temporary promotion will be documented to show that the technician had full knowledge of the action taken, and the conditions under which the temporary promotion was made.

d. A technician may be temporarily promoted for the expected duration of the need of his/her services in the higher grade not to exceed five years. Competitive procedures must be used when the promotion will last for more than 120 days unless the temporary promotion meets one of the criteria listed in paragraph 8, Exemptions to Competition. Prior time served in detail to higher graded positions or temporary promotion during the proceeding 12 months is included when computing the period.

e. A temporary promotion may be made permanent if competitive procedures were used originally, and the vacancy announcement states that it could lead to a permanent promotion without further competition.

21. Certification.

The Directorate for Human Resources will screen all properly received applications in the area of consideration to insure that candidates meet the basic eligibility requirements as indicated on the vacancy announcement after the vacancy announcement has closed. Candidates who meet the basic eligibility requirements as indicated on the vacancy announcement will be certified to the selecting supervisor.

a. Each Certificate of Eligibles will list the eligible candidates alphabetically.

b. A separate Certificate of Eligibles will be generated for each grade level advertised.

c. All qualified applications will be forwarded for review and evaluation. There is no limit to the number of applications which may be considered by a selecting official.

d. If there are more than three candidates for a vacancy announcement, the evaluation procedures of paragraph 23 will be used by the selecting supervisor to refine the list(s) to the top three candidates from which selection may be made.

e. Selecting officials must take prompt action to begin evaluation/and or selection procedures. Selections must take place within 30 calendar days from the issuance of any Certificate of Eligibles unless a justified written request is approved by the HRO. Any extension request must be received by the HRO before the close of business on the 30th calendar day. Failure to complete a timely selection action will result in the automatic closing of the Certificate by the HRO with no action.

f. Standing Certificate of Eligibles – All CNG issued Certificates of Eligibles are published with the intent that the same certificate may be used to fill other vacancies at the organization subject to the following conditions.

(1) Use of standing Certificate of Eligibles is permitted only within 60 days from the close of a vacancy announcement. Extension of the standing Certificate of Eligibles beyond the 60 day limit will not be considered and may not be waived because the applicant pool would have significantly changed.

(2) Additional vacant positions considered for fill under a standing Certificate of Eligibles flexibility must have the same geographic location, grade, position description, qualifications, and KSAs as the earlier advertised position.

(3) Management retains the right to select or non-select from any properly certified group of candidates. At no time must a manager/supervisor return to a certificate to make a selection. The choice to re-advertise is a management right.

(4) Procedures will vary depending on where the supervisor is in the merit placement process when considering using the standing certificate of eligibles. Specifically:

(a) Original Vacancy Certificate on Hand - Supervisors may make additional selections from a Certificate of Eligibles only after they have received written approval from the Directorate for Human Resources, Classification Workcenter. KSA evaluation procedures in paragraph 23 will be observed. Selections must be received by the Directorate for Human Resources within 15 calendar days from Classification approval.

(b) Original Vacancy Certificate Returned to HRO - Supervisors must obtain written approval from the Directorate for Human Resources, Classification Workcenter prior to Staffing issuing a standing Certificate of Eligibles. The standing Certificate of Eligibles will include all names listed on the original vacancy certificate. KSA rating's & ranking from the earlier competition will be observed. Selections must be among the highest three ranked candidates available. Selections must be received within 15 calendar days from the receipt of the standing Certificate of Eligibles.

22. Selection Procedures.

a. Management Rights - Management retains the right to select or non-select from any list of properly certified candidates. Selections for positions announced for dual technician/AGR consideration may be made from either the technician or the AGR Certificate of Eligibles. Dual announcements DS/NDS, Army/Air, Technician/AGR will be advertised on separate vacancy announcements and will be documented individually.

b. Upon receipt of the Certificate of Eligibles, the selecting official will review each application and may select from the record or interview candidates. Selecting officials have latitude to consider using a review panel to assist in, or to evaluate, the qualified applications using the KSA evaluation procedures.

c. If more than three qualified applications are received for a technician vacancy announcement, it will be necessary for the selecting official to refine the listing using the KSA Evaluation Procedures in contained paragraph 23.

d. Interview - After receiving the applications/resumes of the three best qualified candidates, the selecting supervisor may either select from the record or interview all three candidates. If the supervisor interviews one candidate, he/she must interview **all** candidates. A selection interview allows the selecting official or review panel to:

(1) Evaluate the applicant's motivation, level of interest, and oral communication skills.

(2) Provide the applicant with an opportunity to gain specific, detailed, information regarding the position.

(3) Provide the applicant with the opportunity to furnish additional information that may not be contained in the application.

e. Interview Questions - If an interview process is used, questions should be asked to solicit job related information to assist in evaluating the candidates KSAs to perform the duties of the position. Standard questions that may be asked are:

(1) Questions which will assist the applicant in describing experience, education, training, achievements, and suitability that relates to the KSAs required for the position.

(2) Questions about willingness to accept working conditions, such as shift work, travel, hours of duty, etc.

(3) Open-ended questions which allow the applicant to demonstrate his/her interest and potential motivation if selected for the position.

f. Priority Consideration – Selecting officials will afford priority consideration to current permanent technicians of the California National Guard when selecting from an advertised vacancy. Selecting officials are responsible for determining the employment status from the individual's application and/or interview.

g. Tentative Job Offer and Acceptance - After selecting officials have determined the best qualified candidate; they will contact the individual and tentatively offer the position. Individuals should have a reasonable amount of time in order to accept or decline the tentative job offer. Applicants who accept a tentative job offer must be available to work within a reasonable amount of time (as determined by the selecting official). Applicants who can not meet a requirement of the position (i.e. compatible military membership) within a reasonable amount of time (as determined by the selecting official) may be bypassed for a more available applicant. If the individual declines the position in writing, the selecting official may offer the position to another applicant.

h. Documentation - Following selection, complete copies of the CNG Form 690-5, Candidate Selection Worksheet, and the CNF Form 690-6, KSA Category Worksheet, **must** be provided to the Directorate for Human Resource Office, along with other documents needed to support and process the personnel action(s). The selecting supervisor must provide a copy to the Directorate for Human Resources of the evaluation process/notes utilized to determine the numerical scores from which the three best qualified were determined.

i. Compatibility - The selecting supervisor will assure that the selectee is qualified for assignment to a compatible military assignment prior to completion of selection documents.

j. Final Approval - All appointment, promotion, conversion, and reassignment actions offered under the provisions of the Merit Placement Plan are to be made tentative awaiting final approval of the Directorate for Human Resources. Under no circumstances will a selecting official start a new employee without Directorate for Human Resources approval. The Directorate for Human Resources reviews the documentation to insure that proper selection procedures were followed and the personnel action meets the legal and regulatory requirements.

k. Non-Selection: If selection is not made when there are five or more certified candidates, a statement addressing the reason(s) each certified applicant was non-selected must be provided to Directorate for Human Resources with the returned Certificate of Eligibles. Each applicant will be advised in writing by the Directorate for Human Resources of the reason for his/her non-selection.

23. KSA Evaluation Procedures.

a. When it is necessary to refine eligible candidates (more than three qualified applicants) for a vacancy announcement, the Knowledge, Skills and Abilities (KSAs) from the vacancy announcement will be used to identify the three best qualified candidates from which selection will be made. The KSA factors, rating scores and supporting documentation will be recorded on CNG Form 690-5, Candidate Selection Worksheet. The overall evaluation ratings and results will also be prepared on the CNG Form 690-6, KSA Category Worksheet.

b. All eligible candidates will be evaluated unless the individuals have withdrawn in writing from consideration.

c. Selecting officials may consider personal interviews and/or determine the KSA Evaluation based on the application. Selecting officials also have the latitude to use a review panel.

d. Experience as described on the application/resume will be evaluated in terms of type and quality in relation to the requirements of the position. Length of service will only be used when there is a clear relation to qualify of performance or when necessary to break ties (when all other ratings are equal). Experience will be rated on each KSA according to the following categories:

(1) Superior Level Experience. Candidate possesses type and quality of experience that substantially exceeds the basic requirements of the position, including selective placement factors, and could be expected to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

(2) Above Average Level Experience. Candidate possesses type and quality of experience that exceeds the basic requirements of the position and could be expected to perform effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

(3) Average Level Experience. Candidate satisfies the basic requirements of the position, but:

(a) Type and quality of experience beyond that which is basically required is minimal.

(b) Extensive additional training and/or orientation would be required to enable the candidate to satisfactorily perform the duties of the position.

e. Experience ratings will be converted to numeric ratings according to the point values below based on the number of KSA Factors. The formula used to determine the appropriate point value score is: Superior - divide the number 100 by the number of KSAs, Above Average - divide the number 85 by the number of KSAs, Average -

divide the number 70 by the number of KSAs. To obtain an applicants total score simply add the number for each KSA rating. Each KSA is considered weighted equally.

f. Vacancy announcements for non-dual status positions announced through the National Guard Bureau - Delegated Examining Unit (DEU) will be rated and ranked by the NGB-DEU staff according to the KSAs and the crediting plan provided by the selecting official at the time of advertisement.

24. Release.

After selection for promotion/placement, a technician must be released promptly from his/her present position. The selecting supervisor will arrange a release date with the losing supervisor. Normally, release will be made at the beginning of the next technician pay period following a two week "transition" period. The "transition" period allows the necessary time to out-process the losing organization, conduct training, and for the losing supervisor to make workload adjustment to cover the absence. The effective date of a permanent change of station action will typically be at least three pay periods after selection in order for the employee to properly arrange the PCS. Major deviations to these timelines will be requested in memorandum format by the gaining organization to the Director of Human Resources for consideration.

25. Placement/Promotion Records.

a. Complete placement/promotion records will be maintained by the Directorate for Human Resources to:

- (1) Provide a clear record of the action taken.
- (2) Valuate the merit placement program.
- (3) Provide proof that merit placement actions are being made on a fair and equitable basis in accordance with the Merit Placement Plan.

b. Records Required: Sufficient records are required to allow reconstruction of the placement/promotion actions. As a minimum, the following information and forms will be retained:

- (1) Vacancy Announcement request (CNG Form 690-1, Vacancy Announcement Request).
- (2) Copy of the Vacancy Announcement.
- (3) Copy of each qualified application received.
- (4) Candidate Selection Worksheet (CNG Form 690-5), if applicable.
- (5) Knowledge, Skills, and Abilities Category Worksheet, (CNG Form 690-6), if applicable.
- (6) Certificate of Eligibles signed by Selecting Supervisor.
- (7) When selection is made from the AGR Certificate (for Dual ANG Technician/AGR announcements), the selecting supervisor must return the Technician Certificate of Eligibles, stating that he selected a candidate from the AGR announcement.
- (8) Copy of each non-selection letter sent by the HRO to qualified applicants.

c. Duration. Records will be maintained for a minimum of two years. If a grievance is pending, records will be maintained by the Directorate for Human Resources until resolution.

d. Privacy Protection. Information relating to individual placement actions or to the candidates will not be discussed with or shown to unauthorized individuals. Supervisors and personnel specialists participating in merit placement actions will not disclose the details of their work to unauthorized persons.

FOR THE GOVERNOR:

WILLIAM H. WADE II
Major General
The Adjutant General

OFFICIAL:



STUART D. EWING
Captain, CA ANG
Deputy, Human Resources Officer

